



REQUEST FOR TRANSCRIPT

Courses completed at these colleges will be included on one transcript:
San Diego City College/ECC . San Diego Mesa College . San Diego Miramar College
Transcript Office: 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883

FOR OFFICE USE ONLY	
Fees Paid	_____
Receipt No.	_____

Date _____ Telephone No. () _____

Student ID # _____

Print YOUR name and address plainly in space below

Name _____

Address _____

City/State/Zip _____

Birthdate _____

PRINT name used during last attendance

Last Name _____ First name _____

Dates of attendance: _____ to _____

Signature _____

Fold along dotted line

Note: Fill out one request form for EACH person, department or institution to whom you are sending your transcript.
First two transcripts ever issued to/for you are free; \$5.00 for each transcript thereafter. See reverse side for Transcript Policy.

ALL requests for transcripts will be processed within 10 working days.

This form will be used in a window envelope. Student is responsible for complete address, including Zip code.

_____ Number of transcripts requested to address at left.

To verify that your grades for the current semester are posted, visit e-grades at <http://studentweb.sdccd.edu> or call the GradesLine at (619) 624-2200.

Send Transcript To:
Attn:
Address:
City/State/Zip

IMPORTANT

Students Requesting Transcripts to San Diego State University
San Diego State University has requested that we include your social security number on the transcript.
_____ Initial here to authorize release of your Social Security Number.

DISTRIBUTION: White-District, Canary-Student.
Forms 092005revised

San Diego Community College District TRANSCRIPT POLICY

Grades and transcripts may be withheld for any college debts from any student or former student properly charged.

- A. Final transcripts to show semester grades.
 - 1. Request filed by the last day of the semester or of summer session will be issued within 20 working days of the close of the semester or session.
 - 2. Request filed after the last day of the semester or session will be issued after all requests received in 1 above have been issued.
- B. No partial transcripts will be issued.
- C. Only the work taken at the San Diego Community College District will show on the transcript. Copies of transcripts from other institutions or test scores will not be forwarded.
- D. The first two transcripts EVER issued to/for you are free. (All previous transcript requests count in this total.) After that, transcripts are issued at a cost of \$5.00 per copy, payable in advance.
- E. Transcripts of credit sent from our college to another institution are considered to be official. Transcripts presented by a student are considered to be unofficial unless sealed and noted to be official on the outside of the envelope.